

## **ANNOUNCEMENT NUMBER: 12-044**

**OPEN TO:** All Interested Candidates

**POSITION:** Public Affairs Assistant, FSN-8; FP-6\*

**OPENING DATE:** 6 August, 2012

**CLOSING DATE:** 17 August, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

\*Ordinarily Resident: US\$ 32,420 p.a. (Starting salary)  
(Position Grade: FSN-8)

**LENGTH OF HIRE:** Permanent Position

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Luanda is seeking an individual for the position of Public Affairs Assistant for the Public Diplomacy (PD) Section in Luanda.

### **BASIC FUNCTION OF POSITION**

Incumbent will be responsible for maintaining Embassy public websites in English and Portuguese. Produce content from embassy events and serve as contact for other sections to place content on website. Position will maintain Embassy social media platforms (Facebook, Twitter, SMS, etc.), keeping them updated daily; and creating new content appropriate to each platform. Position will write articles and start discussions on key Embassy themes; while developing an audience for Mission and US Government messages and events using social media platforms.

Develop strong network of contacts with Angola's social media practitioners and advise Public Affairs Officer on social and mobile media trends in Angola.

Propose, plan, and promote workshops and training programs for journalists, journalist associations, journalism and communications students, university and youth audiences, and other key targets to enable them to use new media tools and promote a free, professional media in Angola. Back-up to Senior Press Assistant.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 641161 or 222 641284.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION**: Bachelor's degree in journalism, communications, marketing, public relations, liberal arts, law, international relations, political science, business, information technology or graphic design is required.
2. **REQUIRED WORK EXPERIENCE**: Three years progressively responsible experience in communications media, as a journalist or public relations professional, is required or experience as an audio-visual specialist or computer specialist with communications organization.
3. **REQUIRED LANGUAGES**: Level III English and Level IV Portuguese are required.
4. **REQUIRED JOB KNOWLEDGE**: Thorough understanding of Angola's media environment, media and internet laws. Knowledge of social media platforms (including but not limited to Facebook, Twitter, Digger, SMS). General knowledge of Angolan social, political, and economic institutions and processes. General knowledge of the U.S., U.S. policies, and U.S. social, political and economic policies
5. **OTHER REQUIRED SKILLS/ABILITIES**: Computer skills: Intermediate Word/Excel; Web design (familiarity), HTML; basic graphic design; proficient typing; familiarity with SMS technology.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. The candidate must go through background investigations.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Administrative Officer  
American Embassy Luanda  
Attention: Samuel Kawawe  
Av Presidente Houari Boumediene, No. 32, Luanda  
Email: HROLuanda@state.gov

## **POINT OF CONTACT**

Human Resources Office  
Attention: Olga Campos  
Telephone: 222-641-161  
FAX: 222-641-232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;

- Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
  3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
  4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
  5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: 17 August 2012**

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Maureen Yates**  
**Human Resources Officer**